

LOGISTICS SUPERVISORY TRAINING PROGRAM

November - December 1955

IDENTICAL PROGRAMS WILL BE HELD TWICE WEEKLY, WEDNESDAYS AND FRIDAYS,
FROM 1330 - 1500 IN ROOM 2241, R&S BUILDING.

- I. 30 Nov. & 2 Dec.
 - A. PERSONNEL RESPONSIBILITIES OF THE SUPERVISOR - Mr. [REDACTED] Chief, Personnel and Training Branch, and Mr. [REDACTED] Office of Logistics Training Officer. (This session will outline the responsibilities of the line supervisor as they relate to the functions of the Logistics Personnel Office and the Central Personnel Office. General principles of good supervision will also be discussed).25X1A9a
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 - B. FILM - "Building Morale".
- II. 7 & 9 Dec.
 - A. PERSONNEL SERVICES OF THE AGENCY.
 - B. HANDLING EMPLOYEE GRIEVANCES.
 - C. SATISFYING EMPLOYEE NEEDS.- Mr. [REDACTED] Lecturer in Personnel Administration, Office of Training.25X1A
- III. 14 & 16 Dec.
 - A. FILM - "Dealing With Dissatisfied Employees".
 - B. CAREER MANAGEMENT IN LOGISTICS - Mr. [REDACTED] Career Management Officer, Office of Logistics. (The relationships between career planning and the operations of the Office of Logistics will be thoroughly outlined and discussed, including rotation and reassignment policy, system of selection of personnel, and individual career development plans).25X1A9a

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